

Responsible Office: CFO, Resource Analysis Division  
Subject: Revised Final Performance Plan & Annual Performance Report



OFFICE OF THE CHIEF FINANCIAL OFFICER

Office Work Instruction

**REVISED FINAL PERFORMANCE PLAN &  
ANNUAL PERFORMANCE REPORT**

Approved by:

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Stephen J. Varholy  
Deputy Chief Financial Officer



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**1.0 Purpose:** Document the process for preparing the Agency's revised final annual performance plan and the Agency's annual performance report to account for the performance of NASA programs in compliance with the Government Performance and Results Act.

## **2.0 Scope and Applicability**

**2.1 SCOPE:** Includes (1) the preparation of a revised final annual performance plan and 2) preparation and approval of the annual performance report.

**2.2 APPLICABILITY:** This OWI is maintained by the Office of the Chief Financial Officer. This OWI covers the procedures performed within this office to coordinate, integrate and report performance within the GPRA process.

## **3.0 Definitions**

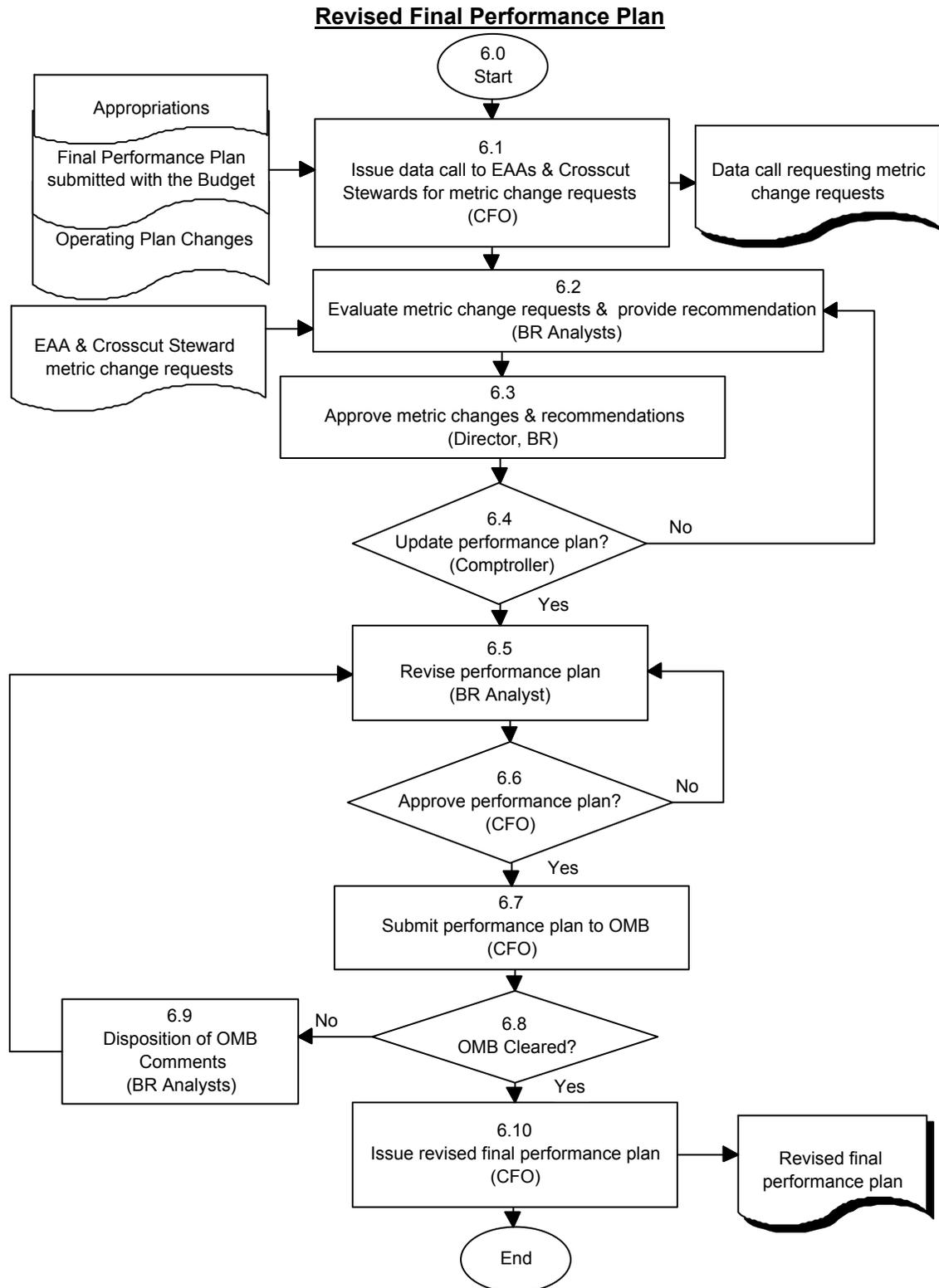
CFO: Chief Financial Officer  
GPRA: Government Performance and Results Act  
NAC: NASA Advisory Council  
NASA Program: All activities and functions performed by the agency  
EAAs: Enterprise Associate Administrators  
Crosscut Stewards: Crosscutting Process Management Major Four Activities: Manage Strategically; Provide Aerospace Products and Capabilities; Generate Knowledge, and Communicate Knowledge.

## **4.0 Reference**

Annual Departments of Veterans Affairs and Housing and Urban Development, and Independent Agencies Appropriations Act  
Government Performance and Results Act  
OMB Circular A-11, Part 2  
Reports Consolidation Act of 2000  
NASA Strategic Plan  
NASA Annual Performance Plan  
NASA Strategic Management Handbook

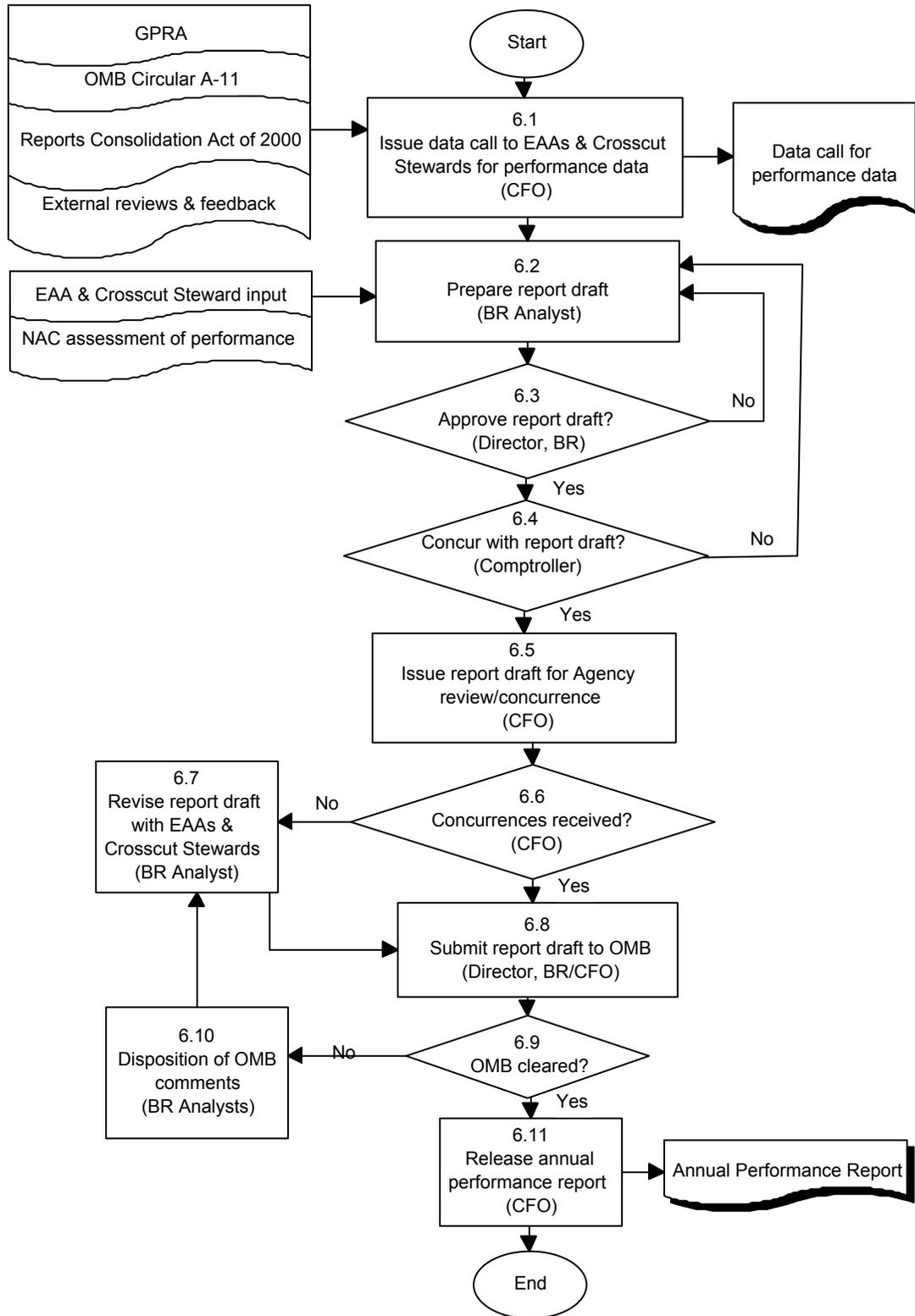
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## 5.0 FLOWCHART



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**Annual Performance Report**



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## 6.0 Procedure

<b>Step</b>	<b>Actionee</b>	<b>Action</b>
<b>REVISED FINAL PERFORMANCE PLAN</b>		
6.0	Congress	The Agency's revised final performance plan starts with the receipt of the Appropriations.
6.1	CFO	Issue data call to Enterprise Associate Administrators (EAAs) and Crosscut Stewards requesting metric change requests.
6.2	BR Analysts	Evaluate metric change requests that are in accordance with criteria established by OMB Circular A-11 as well as significant programmatic changes that have occurred since the submission of the budget. Provide a recommendation to the Director, BR regarding a revision of the Agency's performance plan.
6.3	Director, BR	Approve metric changes and recommendations in Step 6.2 and brief the Comptroller on recommended update.
6.4	Comptroller	Approve/disapprove the Director, BR's recommendation to update the performance plan. If yes, proceed to Step 6.5. If no, repeat Step 6.2.
6.5	BR Analyst	Incorporate approved metric changes into a revised final performance plan based upon Steps 6.3 and 6.4.
6.6	CFO	Approve the revised final performance plan.
6.7	CFO	Submit revised final performance plan to OMB.
6.8	OMB	Does OMB clear? If yes, proceed to Step 6.10. If no, receive OMB comments for further action by the NASA and proceed to Step 6.9.
6.9	BR Analysts	Disposition of OMB comments is conducted in coordination with the EAA/Crosscut Steward. Repeat Steps 6.5, 6.6 and 6.7.
6.10	CFO	Receive OMB clearance and issue revised final performance plan. Monitoring and reviewing performance status are documented in HQOWI 7410-B002, Budget Execution.

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<u>Step</u>	<u>Actionee</u>	<u>Action</u>
<b>ANNUAL PERFORMANCE REPORT</b>		
6.1	CFO	Issue data call to EAAs and Crosscut Stewards for annual performance data in accordance with OMB Circular A-11 Part 2, Reports Consolidation Act of 2000, external review feedback (GAO, CRS, responses from Congress, NASA OIG)
6.2	BR Analyst	Receive and integrate the EAA and Crosscut Process performance data into a performance report draft. Obtain performance assessment from the NASA Advisory Committee (NAC) and include their letter in the draft.
6.3	Director, BR	Approve/disapprove the performance report draft? If yes, submit for concurrence by the NASA Comptroller concurrence. If no, BR Analyst incorporate changes required by Director, BR prior to proceeding to Step 6.4.
6.4	Comptroller	Give concurrence/nonconcurrence with performance report draft? If yes, submits draft for final concurrence by the CFO for Agency review. If no, return draft to the BR Analyst to incorporate changes required for concurrence.
6.5	CFO	Issue performance report draft for Agency review/concurrence.
6.6	CFO	Receive concurrence/non-concurrence.
6.7	BR Analyst	Coordinate non-concurrence with the EAA/Crosscut Steward and proceed to Step 6.8.
6.8	Director, BR/CFO	Submit report draft to OMB for concurrence.
6.9	OMB	Does OMB clear? If yes, go to step 6.11. If no, receive OMB comments for further action by NASA and proceed to Step 10.
6.10	BR Analyst	Disposition of OMB comments in coordination with the EAA, Crosscut Steward. (Repeat Steps 6.7 and 6.8)
6.11	CFO	Receive OMB clearance and release the report to the President, Congress, and the Public.

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## 7.0 Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1)	Retention/Disposition
Data Call for Metric Change Requests	BR	8A Files	Hard Copy	Schedule 9, item 2C	Destroy when superseded, no longer needed, or when 5 years old, whichever is sooner.
Revised Final Performance Plan	BR	Code B Library	Hard Copy	Schedule 9, item 2	Permanent, transfer to NARA when 35 years old
Data Call for Performance Data	BR	8A Files	Hard Copy	Schedule 9, item 2C	Destroy when superseded, no longer needed, or when 5 years old, whichever is sooner.
Annual Performance Report	BR	Code B Library	Hard Copy	Schedule 9, item 2	Permanent, transfer to NARA when 35 years old